



DEPARTMENT OF THE ARMY

104th AREA SUPPORT GROUP

Unit 20193, Box 0001

APO AE 09165-0001

REPLY TO
ATTENTION OF

IMEU-HAN-PWH

JUL 25 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy (CP) 5-1, Key and Essential Duty Positions and Designated Position Housing

1. References:

- a. Army Regulation 210-50, Installation Housing Management, 26 February 1999.
- b. USAREUR Regulation 37-4, Providing Temporary Lodging Allowance in USEUCOM, 15 March 2005.
- c. USAREUR Supplement 1 to Army Regulation 210-50, Installations Housing Management, 16 May 2002.
- d. 104th Area Support Group, Housing Management SOP, 31 March 2003.
- e. Memorandum, AETV-HUG-C, dated 15 July 2004, subject: Command Policy (CP) 5-1, Key and Essential Personnel and Designated Position Housing.

2. PURPOSE: The purpose of this memorandum is to establish policy for Key and Essential (K&E) duty positions for Army Family Housing. This memorandum also establishes policy for Designated Position Housing for select K&E duty positions.

3. APPLICABILITY: This policy applies to all K&E duty positions in USAG Hessen to include the Baumholder, Giessen, Hanau, and Wiesbaden Communities.

4. BACKGROUND: K&E military and civilian duty positions contain tasks that require the incumbent's immediate availability on the installation because of military necessity and/or operational requirements. The following is a list of K&E duty positions:

- a. General Officer and Civilian equivalent (SES) duty positions.
- b. Deputy Commander for General Officer Command positions.
- c. Chief of Staff for General Officer Command positions.

d. Colonel (06) and Lieutenant Colonel (05) command positions.

e. Battalion command and higher level Command Sergeant Major positions.

f. USAREUR Red Cross Hub/Station Manager Positions (Wiesbaden-1, Baumholder-2, Giessen-1, Hanau-3).

5. POLICY: Incumbents of K&E duty positions, as listed above, will be placed at the top of the appropriate waiting list. They will also be placed above the "Freeze Zone" on the waiting list and integrated with incumbents of other K&E positions by date of eligibility and housed in the first available government quarters for their category.

6. Attached is a listing of all Designated Position Housing within the USAG Hessen. Incumbents of K&E duty positions with designated quarters will be housed in the identified government quarters upon assumption of command or position. If residents of designated position housing are reassigned to a duty position not authorized designated position housing, they will be relocated at government expense to other quarters appropriate for their grade and bedroom requirement. These individuals will be placed at the top of the waiting list and will be assigned the next available set of quarters that meet their category and bedroom requirement.

7. Residents of Designated Position Housing units are required to vacate their assigned housing 15 days prior to relinquishing command. This is necessary to prepare the housing unit for their successor and enable the new commanders to situate their families prior to assumption of command. Outgoing residents will then qualify to receive 15 days TLA while in transient lodging. Local servicing housing offices (not the individual Soldiers) will submit a written request directly to 266th Finance Command to obtain appropriate TLA approval (beyond 10 days) and ensure Soldiers do not incur out-of-pocket expenses. This request shall be submitted in a timely manner to preclude any inconvenience.

8. If the incumbent of a K&E position with Designated Position Housing is not eligible for assignment to family housing, and other adequate Unaccompanied Personnel Housing (UPH) quarters are not available, a request may be submitted to IMA-EURO to divert the designated unit to UPH.

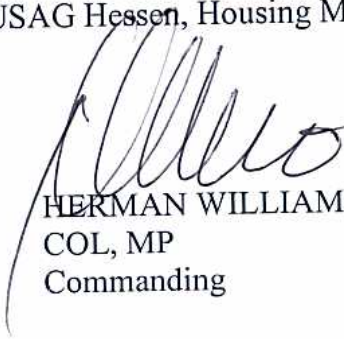
9. The Servicing Housing Office for each USAG Hessen community will project and program quarters for incoming incumbents of K&E positions to ensure that they are housed expeditiously.

10. This memorandum supersedes 104th ASG Command Policy Number 5-1 dated 1 May 2003, and the amendment dated 15 July 2004 and will be incorporated as part of the Housing SOP upon revision.

IMEU-HAN-PWH

SUBJECT: Command Policy (CP) 5-1, Key and Essential Duty Positions and Designated
Position Housing

11. Point of contact is Waldemar Feliciano, USAG Hessen, Housing Manager, DSN 322-8008.



HERMAN WILLIAMS III
COL, MP
Commanding

DISTRIBUTION:

CDR, USAG Hessen- Hanau, APO AE 09165

CDR, USAG Hessen- Giessen, APO AE 09045

CDR, USAG Hessen- Wiesbaden, APO AE 09096

CDR, USAG Hessen- Baumholder, APO AE 09034

CDR, USAG Hessen- Hanau DIRECTORATE OF PUBLIC WORKS (IMEU- HAS-PW)

CDR, USAG Hessen- Giessen DIRECTORATE OF PUBLIC WORKS (IMEU- GSS-PW)

CDR, USAG Hessen- Wiesbaden DIRECTORATE OF PUBLIC WORKS (IMEU- WSB-PW)

CDR, USAG Hessen- Baumholder DIRECTORATE OF PUBLIC WORKS (IMEU- BMH-PW)

CDR, 266th Finance Command, ATTN: AEVFC-FAPO-FS, APO AE 09007-9001

104th AREA SUPPORT GROUP

DESIGNATED QUARTERS

As of 6 July 2005

<u>Wiesbaden Community</u>	<u>Address</u>
Commanding General, 1AD	2 Wuerttemberg
Chief of Staff, 1AD	4 Wuerttemberg
Director, ETC	8 Wuerttemberg
Commander, 3 rd COSCOM	3 Adler
Commander, DLA	6 Wuerttemberg
CSM, 1AD	10 Wuerttemberg
Commander, 1AD DISCOM	12 Wuerttemberg
Commander, AAFES Europe	14 Wuerttemberg
Commander, Defense Contract	
Mgt Agency, Southern Europe	16 Wuerttemberg
Commander, 205 th MI Bde	18 Wuerttemberg
Commander, Defense Fuel Region	20 Wuerttemberg
Commander, EUD, USACE	22 Wuerttemberg
Commander, Wiesbaden Community	1 Wuerttemberg
 <u>Baumholder Community</u>	
Assistant Division Commander, 1AD	8088 Smith Housing
Commander, 2 nd BCT, 1AD	8089 Smith Housing
Commander, DIV ARTY, 1AD	8092 Smith Housing
Commander, Dental Activity	8091 Smith Housing
Commander, Baumholder Community	8068 Smith Housing
 <u>Giessen Community</u>	
Commander, Engr Bde, 1AD	42 Roedgenerstrasse
Commander, 1 st BCT, 1AD	17 Am Dachspfad
Commander, Giessen Community	52 Roedgenerstrasse
 <u>Hanau Community</u>	
Assistant Division Commander, 1AD	1414 Fleigerhorst
Commander, USAG Hessen	1413 Fliegerhorst
Commander, 4 th Bde, 1AD	1411- 1 Fliegerhorst
Commander, 130 th Engr Bde	225 New Argonner
Commander, 16 th CSG	226 New Argonner